

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

Employee Name	<u>WAGNER, JOHN</u>
Expense Dates	<u>10/13/09-11/04/09</u>
Total Expense Amount	<u>365.97</u>
Amount Due Employee	<u>43.00</u>
Form ID	<u>TEA000550375</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 10/13	Lunch, Business	10.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

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**EXPENSE EXCEPTION(S)**

	Expense Rule	Exception	Response
1)	ER Department Policy #6.0	Additional Approver Required. Use Add Approver to route for to an additional approver	
2)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	

I have reviewed the following documents.

Approved  
by:

\_\_\_\_\_  
Nancy Lee

## Travel & Expense Account Summary

Employee Name                      JOHN WAGNER  
Expense Dates                      10/13/09-11/04/09  
Report Name                        6010 - Oct & Nov, 2009

Request Total    \$        365.97  
Direct Charge Total    -        322.97  
Travel Advances    -        0.00  
Net Due Employee    =        43.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	San Diego	355.97
Regular Travel	Rick Friedman	10.00

NOTE: (d)=Direct Charge

DATE	Tue Oct 13									TOTAL
Lunch, Business	10.00									10.00
TOTALS \$	10.00									10.00

DATE	Wed Nov 4									TOTAL
Dinner	18.00									18.00
Parking, Auto	9.00									9.00
Breakfast	6.00									6.00
Commercial Air Fare (d)	322.97									322.97
TOTALS \$	355.97									355.97

# Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Rick Friedman	10/13/09	Lunch, Business	10.00	Cash
Regular Travel	San Diego	11/04/09	Dinner	18.00	Cash
Regular Travel	San Diego	11/04/09	Parking, Auto	9.00	Cash
Regular Travel	San Diego	11/04/09	Breakfast	6.00	Cash
Regular Travel	San Diego	11/04/09	Commercial Air Fare	322.97	Direct Charge

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**Comments**

Subject	Comment
Lunch, Business on 10/13/09 for 10.00	Referencing - DPA rule 599.623 - excluded employees are able to claim lunch.